## **DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-139

Page 1 of 3

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City of Frederick Off			vision/Unit fice of the Mayor/Chief Operations ficer	
Item No	Description		Retention	
/	Federal aid policy guide		Retain until updated or superseded, then destroy	
2	Operating budget		Retain until updated or superseded, then destroy	
3	Projects – Carroll Creek – grants, studies, contracts, floo analysis, status report	d plain	Permanent. Transfer files periodically to the Maryland State Archives	
4	Projects – general – E Street extension, MARC train rail study, state highway study, state aid program for bridge and road, state loan fund		Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
5	Strategic plan		Retain until updated or superseded, then destroy	
4	Parks/open space		Forward to Recreation Dept.	
7	Acquisition files – Carroll Creek		Permanent. Transfer files periodically to the Maryland State Archives	
Approved	by Department, Agency or Division Representative Sch	edule A	authorized by State Archivist	
Date	6/22/01 Date	e	OCT 2 2 2001	
Signature	Sign	ature	Stward C. Japanfor	
Type Nan	ne Rick Weldon:			
Title	Chief Operations Officer			

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-139

(CONTINUATION SHEET)		Page 2 of 3
Item No	Description	Retention
8)	Water and Sewer files – reimbursement documents, contracts, infiltration analysis study, grant info, studies	Forward to DPW
9	State assistance programs	Retain until updated or superseded, then destroy
10	Manuals/reference	Retain until updated or superseded, then destroy
11	MTA – transit system - grants	Retain for life of grant, plus 5 years, then destroy
12	Engineering studies – Grove Stadium	Retain for life of ownership of stadium, then transfer to Maryland State Archives
13	Contracts	Retain for life of contract, plus 4 years, then destroy
14	Airport	Forward to Airport
15	Waste water treatment plant	Forward to Waste Water Dept
16	Mayor Gordon correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
17	Contracts	Retain for life of contract plus 4 years, then destroy

## **DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-139

	(CONTINUATION SHEET)	Page 3 of 3
Item No	Description	Retention
18	Former mayor's correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
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INSTRUCTIONS - TYPE ON PINNE A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEDARIMENTIAGENCY & FULL STATES	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	& Policy Guide	5. EARLIEST YEAR / LATETEST YEAR  199/10
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
7. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size D Microfilm	<ul> <li>Alphabetical</li> </ul>	D File Drawer(s) D Microfilm Reel (s)
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1. DEPARTMENTIAGENCY & Frederic	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Operating Bu		5. EARLIEST YEAR / LATETEST YEAR 96 TO 200/
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	Information/documents/forms found in the Series. Includ	e the purpose or function of the Series)
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	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY Frederic	2. DIVISION	3. UNIT
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State aid Prog Carroll Crock State Loan Lu	eam for Budge & Road	Legal Legal Grealer Fredericks Devel. Corp. Qua
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19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 10/4/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES, TITLE 5. EARLIEST YEAR / LATETEST YEAR trategic Plan 8. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series). Include the purpose or function of the Series) 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE Le File Drawer(s) Letter Size B Microfilm Alphabetical ☐ Microfilm Reel (s) O Computer Tape (s) O Other (Specify) CI Legal Size C Computer Tape C Numerical Number ☐ Floppy Disk □ Chronological to Bound Book 10. ANNUAL ACCUMULATION ☐ Video Tape Geographical C Audio Tape ☐ File Orawer (s) □ Microlilm Reel (s) ☐ Other (Specify) \_ D Other (Specify) Computer Tape(s) □ Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER O Year(s) Month(s) □ Weekly □ Monthly C Daily Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 3 nd fli □ Yes \_\_\_\_\_ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS None ☐ State Federal Independent O Yes,\_\_\_\_\_ 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Vintel updated an Supercaded, then describe any hardware/software) O Yes\_\_\_\_\_ 19. NAME AND TITLE OF PREPARES 20. TELEPHONE NUMBER

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT f Frederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Varbo/Open Apace 1982 10 1994 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) financial info grants plans/proposeds This resp. has been moved to the Recreation Dent. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) 11/2 E Letter Size ☐ Microfilm Alphabetical ☐ Microfilm Reel (s) Computer Tape (s) Computer Tape to Legal Size Numerical Other (Specify) \_ to Bound Book a Floppy Disk □ Chronological Number 10. ANNUAL ACCUMULATION U Video Tape CI Audio Tape ☐ File Orawer (s) Olher (Specify) by parks D Microfilm Reel (s) D Other (Specify) \_\_\_\_ Computer Tape(s) □ Other (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED ☐ Monthly Month(s) Year(s) CI Daily ☐ Weekly 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) Brage. 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION Forward to Becreation Dest. describe any hardware/software) 20. TELEPHONE NUMBER 21. DATE 10/4/00

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1. DEPARTMENTIAGENCY OF FULL CONTROL OF STREET	DIVISION ayous office.	3. UNIT	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
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INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 DIVISION 3. UNIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR tate assistance Ringians 19872 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) D File Drawer(s) □ Microfilm O Microfilm Reel (s) D Letter Size □ Alphabetical Computer Tape (s) O Other (Specify) Computer Tape U Legal Size O Numerical Floppy Disk Chronological C Bound Book 10. ANNUAL ACCUMULATION □ Video Tape ☐ Geographical O Audio Tape ☐ File Drawer (s) U Microfilm Reel (s) Other (Specify) \_ CI Other (Specify) D Computer Tape(s) Olher (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED D Weekly Monthly Month(s) Year(s) Daily Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) None Federal G State Independent 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware) Betain Until updated on Dipuraded,

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1. DEPARTMENT/AGENCY  COTY OF FULLY	2. DIVISION	J. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well so retention and disposition purposes.
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DEPARTMENTIAGENCY THE	2 DIVISION	1. UNIT
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1. DEPARTMENTIAGENCY THE	2 DIVISION	J. UHIT	
DEFINITION - Records Series - A group of related recor	ids normally filed and used as a unit for reference as	well as retention and disposition purposes	
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1. DEPARTMENTIAGENCY COTY OF FUEL COLOR	Mayor's Office	2. UNIT
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